

*Council on Technology Services  
Seat Management Workgroup  
December 18, 1998 Meeting Minutes*

Attendees:

Pete Kolakowski, Chair	VDOT	(804)786-9950
Henry Campbell	DGS/DPS	(804)786-0275
Courtney Carpenter	W&M	(757)221-1785
R. F. "Chip" German Jr.	U. Va.	(804)982-2638
Joy Hughes	GMU	(703)993-8726
Pete Stamps	DGS/DPS	(804)786-8616
Rick Wilhelm	Fairfax County	(703)324-2689
Tom Bradshaw	VDOT	(804)786-5363
Dan Gayk	VDOT	(804)786-7265

Pete called the meeting to order at 1:05 p.m. welcoming all present. Pete noted that this December meeting was called at the request of Secretary Upson so that any issues that may require General Assembly action could be discussed and brought to the COTS at large.

Copies of the November 19 meeting were distributed. Following a brief review, they were approved as presented.

Pete continued by saying that the most important immediate task of the workgroup is to establish a charter, particularly what the charge of the group is to be. The charter will serve as the direction for the committee and it will keep the group on task. After saying this, Pete asked the group to participate in an open discussion on the direction of the group. Chip German reiterated his comment from the last meeting that he be able to find a way to use the Equipment Trust Fund (ETF) as a source of funding for seat management. He acknowledged that this was an issue for higher education and that it would not encompass the needs of all agencies.

Joy suggested that a set of templates be developed to implement seat management within the framework of IT procurement rules. Pete added that we need not bind ourselves by current laws. The group would need to think outside the box and, if necessary, recommend legislation to modify the Code of Virginia if necessary to facilitate seat management. Joy continued saying that she would like a menu of products and services from which to select desired options. Courtney added that W&M wants a contractor to install and maintain the units as well as move the date between the old and new systems.

Rick described several initiatives at the U.S. General Services Administration (GSA) pertaining to seat management. GSA is implementing this internal to their own agency first to pilot the concept before making it available to the other federal agencies.

Chip followed that the state will have to recognize how effective seat management can be through some promotional effort. Joy noted that the feds have eight vendor teams that have been pre-qualified to do business.

Another suggestion for the charge of the workgroup is that it be in a position to recommend changes to legislation favorable to seat management.

The group agreed that there is no good measure of the total cost of ownership (TCO) per seat. Joy suggested taking the general TCO and breaking it down into components that are application to an agency or institution. Pete said that VDOT could document \$4,500 per seat of direct cost, without consideration of any indirect costs. DPB could be asked to provide a TCO to the workgroup. Rick asked if this would be used as a means to reduce FTEs. Pete said that VDOT plans to use existing staff in other areas to support construction and maintenance outcome areas. As a result the workgroup should also work to communicate better use of IT resource and other benefits.

Rick added that the group should also discuss and document exit strategies. As not all engagements may be successful, these strategies need to be considered up front.

It was noted that seat management will force a change in culture. It may take several years to fully implement in any organization because it will require some time for replace state owned resources. However, the replacements will not be owned by the agency or institution and there will be limits on what can be done with the equipment. As a result, a guidebook may need to be provided to agencies and institution to implement seat management. This might include a list of success factors.

Pete summarized the suggestions for the charter. As there was agreement, Pete will work to frame these into a statement of work for the group.

Pete then asked about timetables and milestones. Chip suggested three milestones:

- Completion of any work for the upcoming session,
- Completion of the analysis of the VDOT pilot, and
- Recommendations to the COTS for the 2000 session of the General Assembly.

Joy expressed a perceived concern from the Secretary that they task groups are not being bold enough. She felt that he might be looking for some issues to take before the General Assembly in the 1999 session. Pete noted that this is a short session and an election year. As a result, a bold legislative would likely be tabled. This was followed by a general discussion of how the committee would work with the

## General Assembly.

It was agreed that for the 1999 session that COTS should seek awareness opportunities with the General Assembly for seat management and to determine whether the state could use the GSA contracts. Then the workgroup would review pilots throughout the year and conclude its work in October 1999 with any recommendations to move seat management forward.

As for next steps, the committee will review the draft charter and set milestones at the next meeting. In conclusion, a general discussion of a meeting schedule followed resulting in a set schedule of meeting on the second Friday of each month at 1 p.m.. The next meeting will again be in Richmond on January 8.

With no further business Pete adjourned the meeting thanking everyone for coming and wishing them a very nice holiday and safe trip home.